

FILMING AND PHOTOGRAPHY APPLICATION FORM



LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



Council: Hunters Hill Council, 22 Alexandra Street, Hunters Hill
8.30am-4.30pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



Mail: Hunters Hill Council, PO BOX 21 Hunters Hill NSW 2110 – **Payment by CHEQUE ONLY**

Please note: Your application will **NOT** be processed until **FULL** payment has been received
If paying by CREDIT CARD, an additional 0.53% processing fee will apply

Office Use

Fee Paid: \$

Receipt No:

Date:

Application Number:

This application is for filming and still photography on council owned property, in open spaces and outdoor areas such as footpaths, roads and parks within the Hunters Hill Municipality.

Please ensure that you have read the Hunter's Hill Council filming guidelines as these will include the terms and conditions of your filming approval.

Please note: If the information in this application is inaccurate it may lead to the cancellation of an approval at any time. Make sure you fully complete the application form before submitting as the application fee will be re-charged if the form is rejected.

Applicant Details

Title: Given Names: Surname:

Position

Production Company/
Organisation name:

Production Company/
Organisation address:

Business Phone No: Mobile No:

Email Address:

Production Contact Details

Producer:

Name: Mobile No:

Email Address:

Production Manager:

Name: Mobile No:

Email Address:

Location Manager:

Name: Mobile No:

Email Address:

Production Details:

Name of Production:

Production summary/synopsis/script:

Type of production (please tick appropriate box):

- | | | |
|---|--|---|
| <input type="checkbox"/> Feature | <input type="checkbox"/> TV Drama | <input type="checkbox"/> Documentary |
| <input type="checkbox"/> TV Commercial | <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Short Film |
| <input type="checkbox"/> Music Video | <input type="checkbox"/> Student Film | <input type="checkbox"/> Children's Production |
| <input type="checkbox"/> Infotainment Travel/Show | <input type="checkbox"/> Reality TV | <input type="checkbox"/> Stills shoot/photography |
| <input type="checkbox"/> Other (Please specify) | | |

Location details

Please provide below details for each location.

LOCATION (i.e. 1.2.3 etc. – you will need to complete this section for more than 1 location)

Date (incl. proposed date and backup wet weather date)

Dates of additional bump-in/bump-out (if required)

Time of use (incl. Crew arrival and departure:

From: To:

Location:

Description of Activities:

Personnel Numbers:

Cast: Crew: Extras:

Parking requirements (No. of vehicles/motor bikes etc.)

Essential: Unit: Private:

- Please attach a list of production vehicles by type, size and registration details
- Please attach a parking plan (incl. Catering and unit base), specifying street location, number of spaces required and any applicable parking restrictions.

Please tick if your shoot involves any of the following:

| | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Temporary traffic Control | <input type="checkbox"/> Street Dressing | <input type="checkbox"/> Road Closure |
| <input type="checkbox"/> Cherry pickers/ lighting towers | <input type="checkbox"/> Cast dressed as police/emergency services | <input type="checkbox"/> Low Loaders |
| <input type="checkbox"/> Camera Crane | <input type="checkbox"/> Car chases/driving sequences | <input type="checkbox"/> Stunts |
| <input type="checkbox"/> Camera Truck | <input type="checkbox"/> Crowd Control/security | <input type="checkbox"/> Generator |
| <input type="checkbox"/> Firearms/gunfire | <input type="checkbox"/> Temporary structures | <input type="checkbox"/> Children |
| <input type="checkbox"/> Smoke effects | <input type="checkbox"/> Scaffolding | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Fire effects | <input type="checkbox"/> Playback | <input type="checkbox"/> SFX |

Other

Please note: Many of the above activities will also require approval to be sought from other statutory authorities e.g.: Police, RTA, EPA, RSPCA, NSW Office for Children’s Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.

If you have ticked any of the above, please give details.

Supporting Documentation Checklist:

| | |
|---|---|
| <input type="checkbox"/> Public Liability Insurance Certificate | <input type="checkbox"/> Traffic Management Plan |
| <input type="checkbox"/> Parking Plan | <input type="checkbox"/> Authorised Safety Report (when required) |
| <input type="checkbox"/> Community Notification letter | <input type="checkbox"/> Environmental Management Plan |